

INDEX STANDARDS

APPROVED ABBREVIATIONS

And	&
Administrator	ADMR
Association	ASSN
Associate(s)(d)	ASSOC
Attorney	ATTY
Company/Companies	CO
Commissioner	CMNR
Committee	COMTE
Corporation	CORP
Doctor	DR
Executor/Executrix	EXR
General Partnership	GP
Guardian	GUARD
Home Owners Assn	HOA
Incorporated	INC
Limited Liability Corp	LLC
Limited Partnership	LP
Medical Doctor	MD
National Association	NA
Representative	REP
Trustee	TR
Unit Owners Association	UOA

NOTE: Never abbreviate the first word to be indexed.

Association of American States remains *Association of American States*

There is no approved abbreviation for Custodian, Servicer or Conservator.

The word Agent is not used.

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APPROVED ABBREVIATIONS

When indexing from the brief legal, follow the sequential order below:

Subdivision	Name of Subdivision
Parcel	PAR
Block	BL
Section/Phase	SEC/PH
Lot/Unit	LOT or UNIT
Outlot	OUTLOT

Ex. **Orange Hunt Estates Par 4 BL 7 Sec 4 Lot 434 Outlot A**

INDEXING INDIVIDUAL NAMES

- Individual names are always indexed last name first.
- Middle names are converted to initials unless the middle name is the only full name given.

John B. Smith	Smith, John B
John Bradford Smith	Smith, John B
John Henry James Smith	Smith, John H J
J Bradford Smith	Smith, J Bradford

- Compound names are always indexed last name, first name, middle initial.

Mary Jane Smith	Smith, Mary J
Bobbi Jo Barnes	Barnes, Bobbi J

- When punctuation is used to indicate compound names, drop the punctuation and index a space in its place.

Mary-Jane Smith	Smith, Mary Jane
Mary Jane Smith-Jones	Smith Jones, Mary J

- On JUDGMENTS and NAME CHANGE ORDERS the whole name is spelled out or typed as given.

William Madison Anderson	Anderson, William Madison
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- On any document where two people are listed and the only difference is their middle name, spell out both names.

Mary Elizabeth Wells	Wells, Mary Elizabeth
Mary Ellen Wells	Wells, Mary Ellen

INDEXING INDIVIDUAL NAMES

- JOANNE, in any variation is always indexed as it appears on the document.

Jo Anne L Fields
Joanne B Dunkin

Fields, Jo Anne L
Dunkin, Joanne B

- Do not use parentheses, apostrophes or any other punctuation, other than the comma following an individual's last name.

Michael James O'Kelly

Okelly, Michael J

- Remove the space between the last name and a prefix, if the prefix is not a distinct word.

Mary Ellen Van Buren
Mary Ellen De Lazarus
John Richard Mc Donald
John Richard Mac Donald

Vanburen, Mary E
Delazarus, Mary E
Mcdonald, John R
Macdonald, John R

- When a prefix is a distinct name leave a space between the two names.

Hope St Clair

Saint Clair, Hope

- Watch for underlines or capital print – space exactly as the name appears on the document.

Mary Ellen SMITH JOHNSON
Michael Douglas EDISON SMITH

Smith Johnson, Mary E
Edison Smith, Michael D

INDEXING INDIVIDUAL NAMES

- Names found in parentheses are indexed two or more ways:

Diane Marie (Smith) Jones	Jones, Diane M S Jones, Diane M Smith, Diane M
Diane Marie (Bunnie) Jones	Jones, Diane M Jones, Bunnie
“Joe” Michael Young	Young, Joe Young, Michael

- Personal names with degree, military rank, professional title, religious or other suffix are indexed with the suffix following the name.

All numeric suffixes (1st, 2nd) are indexed as Roman numerals (I, II).

DR Elizabeth H Stone	Stone, Elizabeth H DR
LCDR Edward White	White, Edward Lcdr
Mary C Stone Medical Doctor	Stone, Mary C MD
Joseph C Smith 3 rd	Smith, Joseph C III

INDEXING FIRM NAMES

- When punctuation is used to indicate compound names, drop the punctuation and leave a space.

Smith-Jones Inc
Zimple/Silverstein Inc

Smith Jones Inc
Zimple Silverstein Inc

- When punctuation appears in a company's initials, drop the punctuation and close the space.

M-P of Maryland
T-2 Assn of Wisconsin
C/I Mitchell & Best Co

MP of Maryland
T2 Assn of Wisconsin
CI Mitchell & Best Co

- When indexing company names consisting of a combination of a letter or series of letters followed by an acronym, or another series of letters, replace any punctuation with a space.

U-Haul
K-Mart
AFL CIO

U Haul
K Mart
AFL CIO

- Do not index the apostrophe (') in a company name.

Northern Virginia's First

Northern Virginias First

- When it is necessary to index a .com company name delete the punctuation (/ , _) leaving a space in its place. Type the name exactly as it appears, using the same symbols.

NET.B@NK
BankVirginia/USA.COM
E*TRADE.COM

NET B@NK
BankVirginia USA COM
E TRADE COM

INDEXING FIRM NAMES

- No spacing around initials in a company name or around the ampersand when initials are used.

A & B Construction Co
PG & G Investment Co

A&B Construction Co
PG&G Investment Co

- Space around the ampersand when it is used between words.

Shannon & Luchs

Shannon & Luchs

- Numbers preceding letters are indexed as written.

3M
5050 Referral Inc

3M
5050 Referral Inc

- Ordinal numbers are spelled out when appearing as the first word.

1st Virginia Bank
12th Street General Partnership

First Virginia Bank
Twelfth Street GP

- Always drop the word THE if it is the first word in a company name.

The Business Bank

Business Bank

- Documents with a locale as the title, index the locale name first.

City of Fairfax
Town of Vienna

Fairfax City
Vienna Town

INDEXING FIRM NAMES

- Always spell out MT and ST.

MT Vernon Realty
St. Patrick's Savings Bank

Mount Vernon Realty
Saint Patricks Savings Bank

FT Mortgage is indexed as FT Mortgage, the FT is not an abbreviation for Fort.

- Fairfax County Government Agencies are indexed under FX CO (some pre-codes may apply).

Fairfax County Water Authority ({FCWA})
FX CO Water Authority
Fairfax County Board of Supervisors ({BOS})
Board of Supervisors

- Different variations for Secretary of Housing & Urban Development will appear on documents. Use the pre-code {SHUD}.

Secretary of Housing & Urban Development

- Different variations for the Commonwealth of Virginia Department of Transportation will appear on documents. Use the pre-code {CV}.

Commonwealth of Virginia

- When a person's name appears as a company, index as follows:

Samuel I White PC Trustee

White, Samuel I PC TR

ADDITIONAL INDEXING GUIDELINES

- When indexing in the grantor fields always index:
 - Division of
 - DBA (doing business as)
 - AKA (also known as)
 - TA (trading as)
 - FA or FKA (formally known as), except on Trust Assignments
- When indexing in the grantee fields always index:
 - Division of
 - DBA (doing business as)
 - AKA (as known as)
 - TA (trading as)
- The word “condominium”, “condo” or any variation, is not indexed unless it is part of a company’s name:
 - Fairfax Condominium Builders
- Always index the name(s) as it is typed on the document, even when it appears to be a typing error. If the correct spelling appears elsewhere on the document, index that spelling as well.
- All of the indexing information should appear in the first paragraph. Occasionally additional names will appear elsewhere. On a Deed going into a Living Trust some extra trustees may be on other pages. If the Deed is giving the property to two people and the Trust lists only one name on the first page, look at the signature page for additional names.
- If the person on the first page is listed as a “trustee” make sure they sign as a “trustee”, if they sign as an individual, then index both ways.
- All “grantees” on trusts and “grantors” on certificates of satisfaction are trustees and must be followed by “TR”.

Hanson, John L Tr
Stewart Title Inc Tr

ADDITIONAL INDEXING GUIDELINES

- On DEEDs, look for additional grantor names – these may appear in the “AND BEING” clause.
- Often the names of deceased parties or others will appear on a Deed and must be indexed.
- Deceased people are not indexed on Trusts.
- In the “And Being” clause you will find Book/Page numbers to previous Deeds, only index the most current number reference.
- When last names are different on the first page of any document, look at the signature page to make sure the last names are indexed correctly.
- On some Easements, the grantee is listed before the grantor. Be careful.
- Watch for (*) by any name for additional names.
- On a Certificate of Satisfaction, index the company and individual names when given for grantee:

Cor, INC., Harjit S Chopra	COR Inc Chopra, Harjit S
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- Unless the document specially mentions the words “Mechanics Lien” it is indexed as a lien, even if it states a contractor has done work to real property.
- Look for an individuals or company’s name that is divided between two lines.

Recordation Requirements for Land Records' Documents

All documents presented for recordation must meet the following requirements:

- Property must be in Fairfax County or Fairfax City and must state which jurisdiction. (§55-48)
- All Trusts must include the full residence or business address of the trustee or trustees, including the street address and zip code. (§55-58.1)
- Notarized documents must include the notary expiration date, the location of the act (i.e. Commonwealth of Virginia) and an acknowledgement statement. (§55-113)
- A clerk may refuse any document in which the name or names of the person under which the document is to be indexed is not legible or not provided. (§55-106.5)
- All documents to be recorded or docketed must be an original or first generation printed form, or **legible** copy thereof. (§55-108) **NO DOT MATRIX AND NO FAX PAPER WILL BE ACCEPTED.**
- On all refinance deeds of trust with the same lender, the refinancing statement must be on the **first page** of the trust, preferably under the property description. This statement must include the book and page reference of the existing trust on record, specifically state “refinance with the same lender” and certify the amount of original debt. (§58.1-803D) A payoff statement must also accompany this document.
- The **last name** of both grantors and grantees must be underlined or capitalized wherever first mentioned in each document. (§17.1-223)
- Pages must be numbered sequentially on all documents. (§17.1-223)
- Appropriate references to the Code of Virginia are required on the first page of each document when claiming exemptions from recordation taxes. (§17.1-223) Code sections relating to recordation taxes and exemptions start at §58.1-800.
- Names of all grantors and grantees must be listed in the document. (§17.1-223)
- The name of the individual, firm, company or entity that prepared the document must be provided on the first page of the document. (§17.1-223)
- All Deeds require a grantee's current business or residence address in the **left-hand** margin of the **first page** of the document. (§17.1-223)
- All names indexed must appear in the **first** clause of the document. (§17.1-227) There must be an indication as to which names are the grantors and which names are the grantees. The first clause should also include attorneys-in-fact, names of the deceased, all aliases and all partners.

- A tax map number is required on all deeds or other instruments conveying or relating to an interest in real property. The tax map reference number should be typed in the **left-hand** margin of the **first page** of the document. (§17.1-252)
- Paper must be white and unglazed. Print must be black, solid and uniform. The print size must be 9 point or larger. The typing size may be elite (12 characters per inch) or pica (10 characters per inch).
- All signatures must be original and signed in ink. Names must be typed or printed under the signature. All signatures must be notarized. Court certified copies are acceptable with the appropriate clerk signature and seal.
- Paper size may be 8½ x 11 inches to 8½ x 14 inches.
- Paper margins must be a minimum of one inch (1”) on the top, left and bottom, and a minimum of one half inch (½) on the right.
- Plats must have a clear white background with dark blue or black inscriptions. Plat or map sizes must be between 8½ x 11 inches to 18 x 24 inches.
- Return name and address or your Land Records’ box number must be located on the **first page** of all documents, and a self-addressed, stamped envelope of sufficient size must also be included.
- The consideration and the assumption balance (if applicable) should be typed or written in the **left margin** of the **first page** of all deeds.